



# Careers within Treasury

## Frequently Asked Questions (FAQ) Guide



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# Pay and Benefits

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## What are the working hours?

Full-time employment is 37.5 hours per week, worked between Monday to Friday. Subject to approval and to operational requirements, employees may have access to flexible working arrangements such as flexi-time, part-time, job sharing.

Most employees have access to flexible working hours within the prescribed start and finish times of 7:00 am and 6:00 pm. This is also subject to operational requirements and the needs of the business. A standard working day is described as 7 hours 30 minutes.

## Can I choose my own superannuation fund?

All Western Australian Government employees are provided with a Government Employees Superannuation Board (GESB) account, into which Treasury contributes 9.5% of an employee's salary, as required by law. Alternatively you can elect to have your superannuation contributions made to a superannuation fund of your choice.

## What leave provisions does Treasury have?

As an employee of the Department of Treasury, you are entitled to several different types of leave.

Leave type	Entitlement	Accrual period	Details
<b>Annual leave (AL)</b>	4 weeks per year	1 January to 31 December	Leave loading 17.5% paid in the first pay in December each year
<b>Long service leave (LSL)</b>	13 weeks every 7 years	After 7 years of continuous service	Can be taken at normal pay, half pay or double pay
<b>Personal leave</b>	13 days cumulative and 2 days non-cumulative	On your anniversary date each year	If taking 2 or more consecutive days, you will need to provide evidence to your manager
<b>Purchased leave</b>	1 week up to 10 weeks	Annually or for select quarters of each year	Must apply to access this leave
<b>Deferred salary scheme (DSS)</b>	N/A	N/A	Contribute 20% of your salary for five years, but take the fifth year off work
<b>Repealed public service holiday</b>	2 days	Accrued after New Year and Easter	Not able to be taken until they accrue. They are not cumulative from year to year
<b>Cultural or ceremonial leave</b>	N/A	N/A	Leave to observe cultural or ceremonial events and is deducted from existing annual leave entitlements
<b>Maternity leave</b>	14 weeks paid leave with remainder unpaid. A total of 12 months leave can be taken	N/A	For birth or adoption of a child. Can be a combination of paid and unpaid leave
<b>Bereavement leave</b>	2 days	N/A	Leave on the death of an immediate family member only

The above information is based leave provisions for a full-time employee who has had continuous service. Leave provisions apply for a part-time employee, but are calculated on a pro-rata basis according to the hours worked.

For more information, please refer to the *Public Service and Government Officers General Agreement 2011*.

## What Occupational Health and Safety services are available?

As a Treasury employee, you will have access to the following services:

- Employee assistance program (EAP) – counselling for work or personal issues
- Wellness program activities
- Eyesight testing
- First aid
- Ergonomic Workstation Assessments
- Eyesight Testing

Occupational Health and Safety (OHS) services are provided to Treasury by the Department of Finance through a bureau service arrangement.

## Learning and Development

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### What learning and development opportunities are offered?

Treasury offers the following learning and development opportunities:

- Development and Performance Program (DaP)
- Mentoring Program
- Executive Shadowing Program
- Leadership Development
- On-the-job training
- Onsite training courses
- Under Treasurer's Educational Development Program (UTEDP)

### What support is available for further studies?

Treasury offers an Under Treasurer's Educational Development Program (UT EDP) which assists successful applicants in providing a contribution towards payment of their studies. This process is managed through a nomination process and a subsequent merit assessment and selection process.

Under the Public Service Award, employees also have access to Study Leave provisions which allows an employee up to five (5) hours per week time off to attend study. Approval is subject to the relevance of the subjects being studied and the needs of the operational area.

### What opportunities are there for career changes within Treasury?

Treasury promotes having a flexible and skilled workforce and provides opportunities for employees to move internally across the business.

### Do you offer acting arrangements?

Yes. Treasury offers the opportunity for employees to undertake 'higher duties' whereby an employee acts in a position with a higher classification level than their own. To be eligible for higher duties, the employee must perform the full duties and accept the full responsibility of the higher position for a continuous period of five (5) consecutive working days or more. Employees may also be eligible for higher duties if they perform only partial duties, as long as they have completed at least 5 consecutive working days in the role.

# Recruitment

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## How do I prove citizenship/residency?

The following documents can be accepted as evidence of right to work within Treasury:

- Australian birth certificate
- Certificate of Australian citizenship
- Australian or New Zealand passport
- Evidence of permanent resident status

## What is the application process?

All Treasury jobs are advertised on [Jobs WA website](#) as a minimum. Recruitment processes may vary, however generally it will involve the following:

1. Submitting your CV and a cover letter/responses to specific questions.
2. The selection panel will assess applications and agree on a shortlist.
3. If you are considered suitable at shortlisting you will be advised what the next step in the process will be. This may include an interview and/or another form of assessment (e.g. work sample, presentation, group exercise).
4. References will also be obtained from two nominated referees to verify your suitability for the role.

Throughout the selection process applicants will be kept informed either by email or telephone. For further information please refer to the Applicant Information Pack attached to all job advertisements.

## What are applicants assessed against?

Applicants will be assessed against the role requirements for the position which are outlined in the role statement. At a minimum all applicants will be assessed against Treasury's five capabilities as detailed in the [Capability and Leadership Framework](#). This Framework provides a descriptor and behavioural indicators which outline what is expected of employees at each level of the organisation. We recommend you look at the relevant classification level when applying for a role at Treasury.

Please ensure you check the role statement for any additional essential or desirable role specific requirements.

## What is the Capability and Leadership Framework?

Treasury's [Capability and Leadership Framework \(the Framework\)](#) is designed to provide clear and consistent expectations about what is required to achieve successful performance at Treasury. The Framework outlines the capabilities, expected behaviours and leadership profile for each level. It is intended to be utilised as the foundation for all recruitment processes, development and performance and leadership and career progression. The following are the five core capabilities which are fundamental to all roles within Treasury:

- Strategy and Analysis (Level 1-5) OR Shapes and Manages Strategy (Level 6 and above)
- Achieves Results
- Builds Productive Relationships
- Displays Personal Drive and Integrity
- Communicates and Influences Effectively.

These capabilities are based on the Australian Public Sector Commission Integrated Leadership Framework and have been tailored to incorporate Treasury's values, key leadership behaviours and strategic goals.

## How long does a recruitment process usually take?

The length of a recruitment process can vary, depending on various circumstances, such as the size of the applicant field, work demands of the selection panel and the number of assessments to be undertaken. However, we aim to undertake the entire recruitment process within 25 working days from the closing of the vacancy.

## Do you accept unsolicited CVs/Resumes?

Yes. You can submit your interest for short term positions (under 6 months) or secondment opportunities. These applications will be considered for positions as they arise and you may be contacted if you are suitable for any of our positions. For further information, please email [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au).

## What if I am in a Pool and no longer want to be?

You need to formally advise Treasury recruitment in writing so you are not contacted for future roles. This can be emailed to [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au).

## Does Treasury offer a Graduate Program?

Yes. Treasury runs an 18 month Graduate Program. This Program comprises three six month rotations that are undertaken across relevant Treasury Business Units and/or at other relevant government agencies (e.g. Western Australian Treasury Corporation). Permanency will be assessed at 12 months and is dependent on successful completion of the program and satisfactory job performance.

We recommend you also checkout our [Graduate Program page](#) which provides all relevant information on our Graduate Program.

## Does Treasury offer internships/vacation work?

Yes. We offer internships and vacation work on an as needs basis. If you are interested in this type of work, please email [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au).

## Further information

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If you have any additional questions that have not been addressed above, please email [recruitment@treasury.wa.gov.au](mailto:recruitment@treasury.wa.gov.au) and we will respond to your query.